SESAM

On-Line Submission of Questionnaires and Reports

Version 4 – January 2006

Marie Curie Actions

The submission of Marie Curie questionnaires and reports is done through a fully electronic submission tool, also called SESAM.

1. ACCESSING SESAM

- **Directly**: by typing the url in the address bar of your internet explorer : http://webgate.cec.eu.int/sesam (secure access https://webgate.cec.eu.int/sesam).

- Through **Cordis** :

  Ø **FP6 Project Management Page**

  http://www.cordis.lu/fp6/project-management.htm

  → click on "Reporting (using the SESAM online reporting tool)" for reporting

  → or click on the link under "Marie Curie Questionnaires" for questionnaires

  Ø **Marie Curie Page**

  http://www.cordis.lu/mariecurie-actions/

  → Select the Marie Curie Action

  → click on "How to manage your project"

  → click on relevant link under "Submission of reports and questionnaires"

2. WELCOME

FP6 Quick Links
Sixth Framework Programme
You are here: > FP6 Home > Project Management > Welcome
Helpdesk
Home
Reporting
MCA Questionnaires
Review Reports
Welcome
Welcome to SESAM, the European Commission online reporting tool for Research and Technological projects. Please note that except for MCA questionnaires, a login is required for all reports and questionnaires submission.
FP6 contractors should complete their reports/questionnaires by clicking on 'Reporting'.
Beneficiaries of Marie Curie actions should complete their questionnaires by clicking on 'MCA Questionnaires'.
Reviewers of FP6 projects should complete their reports by clicking on 'Review Reports'.
Documents
Title
Abstract
Modification Date
General User Manual
Detailes User Manual applicable for all instruments
03/01/2006 - NEW
User Manual for Review Reports & PQI Reports
Dedicated User Manual for Experts and Project Officers preparing Project Review Reports and Project Quality Indicators (PQI) Reports
29/11/2005
Marie Curie dedicated User Manual
User Manual customised to Marie Curie Actions
11/08/2005
What is FP6? : FP6 step by step : Find a Call : Get Support : Find a Partner : Find a Document : Prepare & submit a proposal : What's New?
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On the SESAM homepage, you will find useful documents, such as the latest version of the user manuals.

To access the **Marie Curie Questionnaires** [1], beneficiaries should click on MCA Questionnaires.

The questionnaires are anonymous and no username or password is needed to access them.

To access the online tool for submission of **Scientific and Financial Reports**, project coordinators should click on Reporting.

Project coordinators will need a CIRCA username and password sent to them by email (from circa@fp6cp.cc.cec.eu.int), after the signature of their contract. Project coordinators who run several FP6 projects, will receive only one single username and password, which will be sent to them after the signature of the first contract. They will use these credentials for all subsequent projects, for which they are registered in circa as coordinator or scientist in charge.

Note : the following examples have been chosen for the purpose of the user manual :

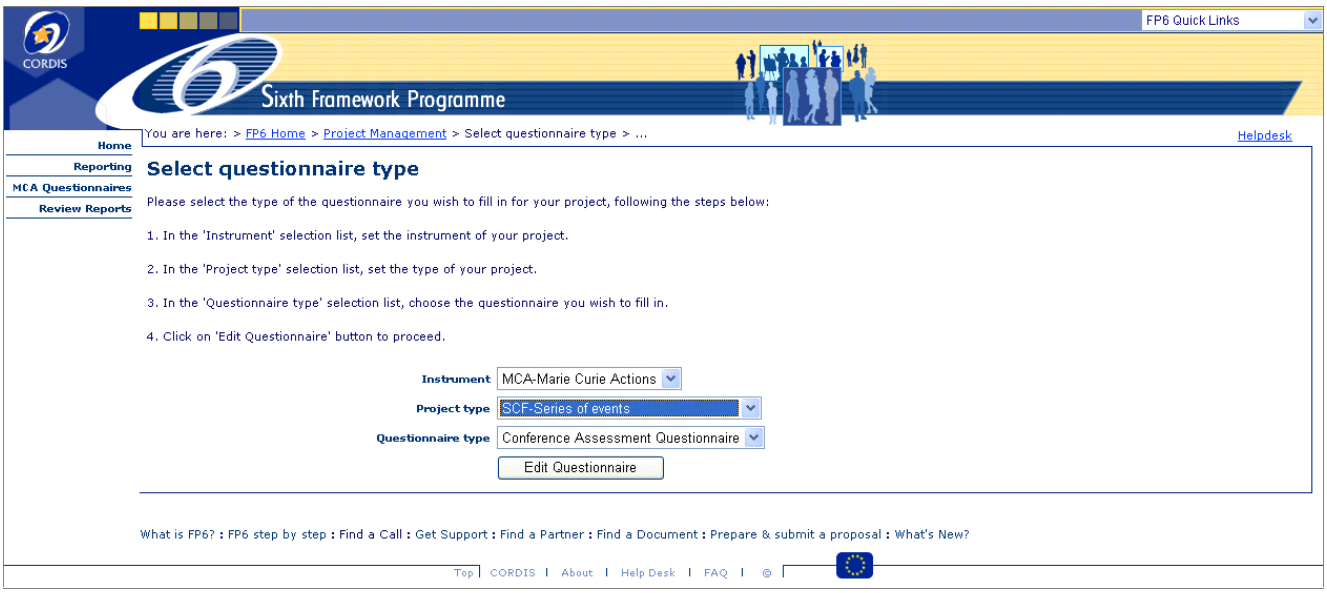
- Marie Curie Conferences and Training Courses – Assessment Questionnaire
- Marie Curie Conferences and Training Courses – Periodic Activity Report
- RTN- MCA Financial Statement for Multi-Partner Contracts

[1] Please refer to the Reporting Guidance Notes of the Specific Marie Curie Excellence action for more information on the Questionnaires to be completed and the beneficiaries of each Marie Curie Action.

3. SUBMISSION OF QUESTIONNAIRES BY BENEFICIARIES

On the Sesam homepage click on **MCA Questionnaires**

The **"Select questionnaire type"** page is presented.


FP6 Quick Links
CORDIS
Sixth Framework Programme
You are here: > FP6 Home > Project Management > Select questionnaire type > ...
Helpdesk
Home
Reporting
MCA Questionnaires
Review Reports
Select questionnaire type
Please select the type of the questionnaire you wish to fill in for your project, following the steps below:
1. In the 'Instrument' selection list, set the instrument of your project.
2. In the 'Project type' selection list, set the type of your project.
3. In the 'Questionnaire type' selection list, choose the questionnaire you wish to fill in.
4. Click on 'Edit Questionnaire' button to proceed.
Instrument
MCA-Marie Curie Actions
Project type
SCF-Series of events
Questionnaire type
Conference Assessment Questionnaire
Edit Questionnaire
What is FP6? : FP6 step by step : Find a Call : Get Support : Find a Partner : Find a Document : Prepare & submit a proposal : What's New?
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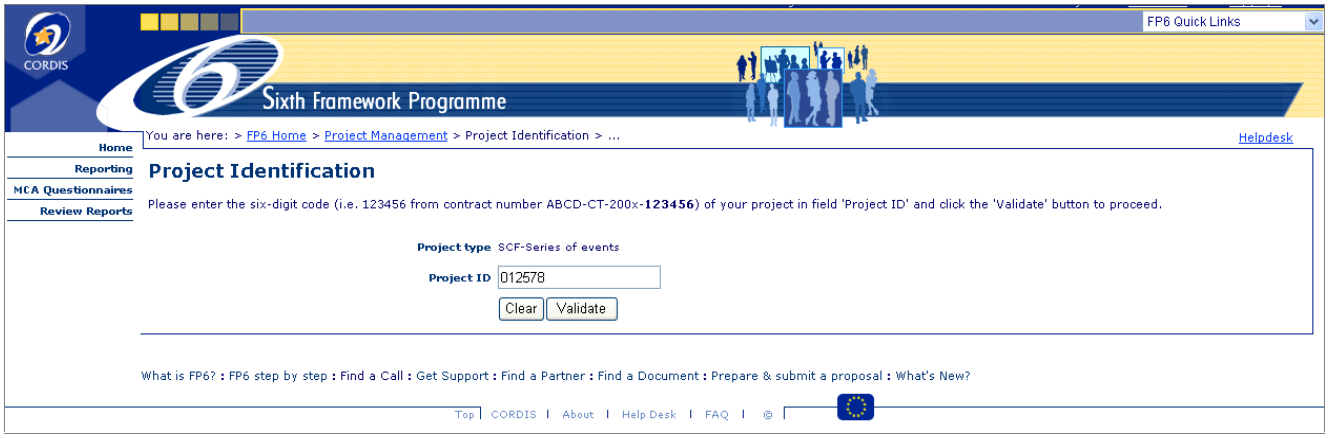
1. In the 'Instrument' selection list, set "MCA-Marie Curie Actions"

2. In the 'Project type' selection list, set "SCF-Series of Events" or "LCF-Large Conferences"

3. In the 'Questionnaire type' selection list, the "Conference Assessment Questionnaire" will automatically appear.

Click on the box [Edit Questionnaire]

The **“Project Identification”** page is presented.


FP6 Quick Links
CORDIS
Sixth Framework Programme
You are here: > FP6 Home > Project Management > Project Identification > ...
Helpdesk
Home
Reporting
MCA Questionnaires
Review Reports
Project Identification
Please enter the six-digit code (i.e. 123456 from contract number ABCD-CT-200x-123456) of your project in field 'Project ID' and click the 'Validate' button to proceed.
Project type SCF-Series of events
Project ID 012578
Clear
Validate
What is FP6? : FP6 step by step : Find a Call : Get Support : Find a Partner : Find a Document : Prepare & submit a proposal : What's New?
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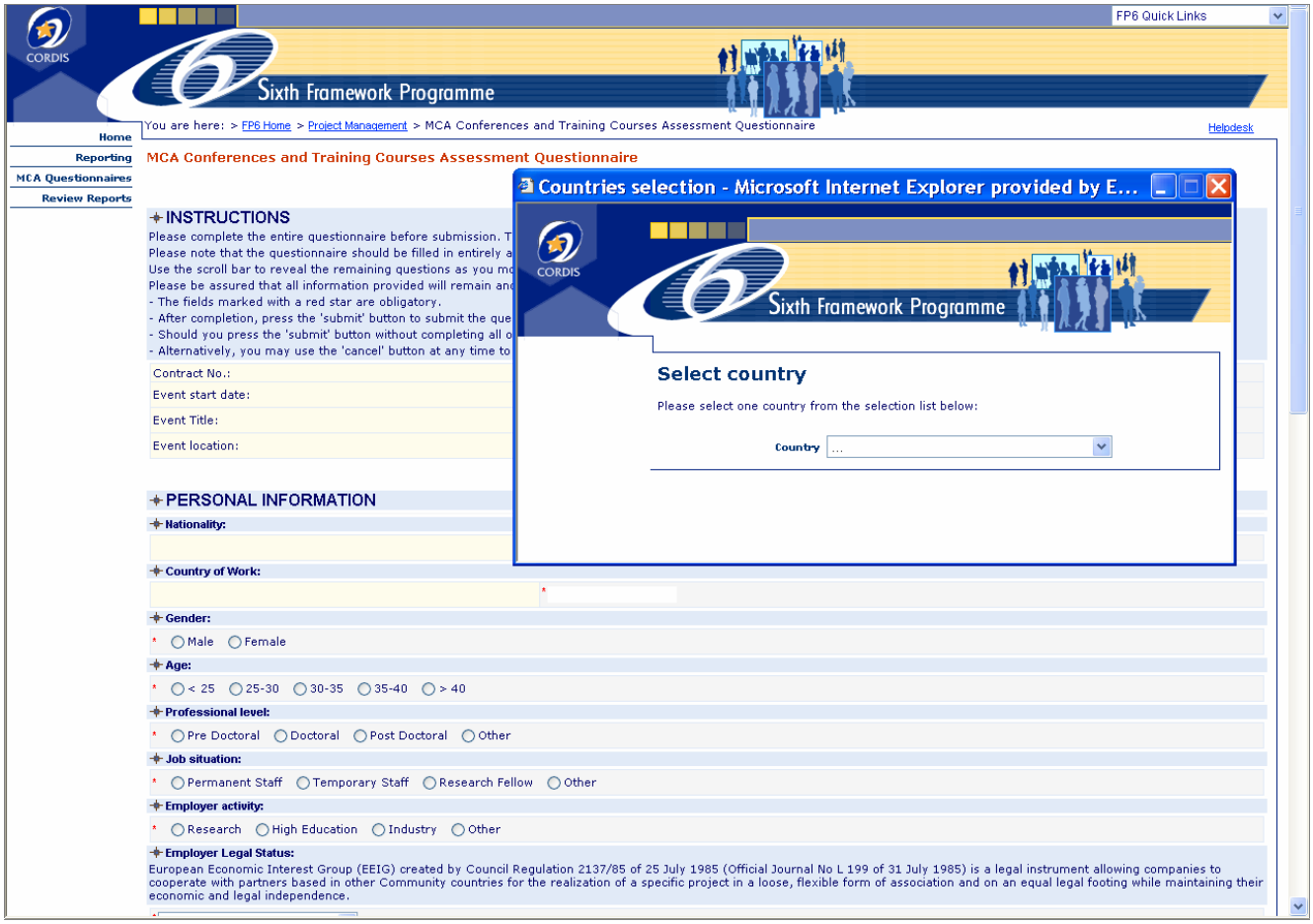
In the field [Project ID], beneficiaries [2] should fill in the six-digit project identification which has been provided by the project coordinator.

Press the [Clear] button to empty the field or the [Validate button] to **edit the questionnaire.**

[2] In the case of SCF and LCF, beneficiaries will be the event participants.

The **"MCA Conferences and Training Courses Assessment Questionnaire"** is presented.


FP6 Quick Links
Sixth Framework Programme
Home
Reporting
MCA Questionnaires
Review Reports
You are here: > FP6 Home > Project Management > MCA Conferences and Training Courses Assessment Questionnaire
Helpdesk
MCA Conferences and Training Courses Assessment Questionnaire
INSTRUCTIONS
Please complete the entire questionnaire before submission.
Please note that the questionnaire should be filled in entirely
Use the scroll bar to reveal the remaining questions as you
Please be assured that all information provided will remain
- The fields marked with a red star are obligatory.
- After completion, press the 'submit' button to submit the
- Should you press the 'submit' button without completing all
- Alternatively, you may use the 'cancel' button at any time
Contract No.:
Event start date:
Event Title:
Event location:
PERSONAL INFORMATION
Nationality:
Country of Work:
Gender:
Male Female
Age:
< 25 25-30 30-35 35-40 > 40
Professional level:
Pre Doctoral Doctoral Post Doctoral Other
Job situation:
Permanent Staff Temporary Staff Research Fellow Other
Employer activity:
Research High Education Industry Other
Employer Legal Status:
European Economic Interest Group (EEIG) created by Council Regulation 2137/85 of 25 July 1985 (Official Journal No L 199 of 31 July 1985) is a legal instrument allowing companies to cooperate with partners based in other Community countries for the realization of a specific project in a loose, flexible form of association and on an equal legal footing while maintaining their economic and legal independence.
Countries selection - Microsoft Internet Explorer provided by E...
Sixth Framework Programme
Select country
Please select one country from the selection list below:
Country ...

Questions should be answered by clicking on the radio button corresponding to the answer.

When clicking in a box related to a date or a country, a drop down list with countries or a calendar will appear within few seconds. By clicking on the selected country or date, the box will be completed automatically will appear.

When clicking in the box corresponding to "Employer Legal Status", a drop down list with different types of status. After having selected the status, the box will be completed automatically.

"MCA Conferences and Training Courses Assessment Questionnaire" (Cont'd)

Fields with a red * must be completed.

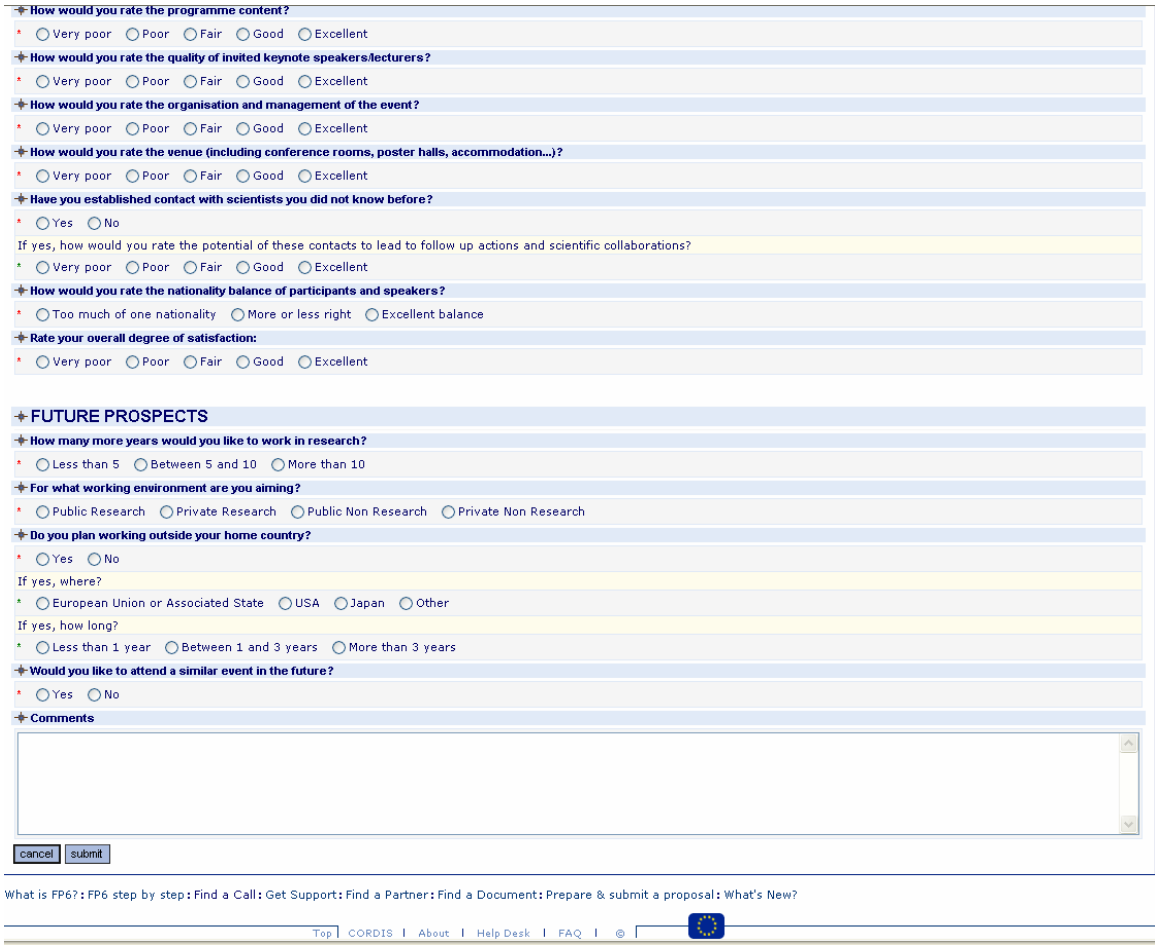
Fields with a green * need not be completed if the question does not apply to the type of project.

In the [Comments] box, users can insert a text of maximum 256 characters with spaces.

After having completed the questionnaire, click on :

[cancel] in order **not to submit** the questionnaire. All data will be lost and the user will be redirected to the **"Select Questionnaire Type"**

[Submit to **submit** the questionnaire.


How would you rate the programme content?
Very poor Poor Fair Good Excellent
How would you rate the quality of invited keynote speakers/lecturers?
Very poor Poor Fair Good Excellent
How would you rate the organisation and management of the event?
Very poor Poor Fair Good Excellent
How would you rate the venue (including conference rooms, poster halls, accommodation...)?
Very poor Poor Fair Good Excellent
Have you established contact with scientists you did not know before?
Yes No
If yes, how would you rate the potential of these contacts to lead to follow up actions and scientific collaborations?
Very poor Poor Fair Good Excellent
How would you rate the nationality balance of participants and speakers?
Too much of one nationality More or less right Excellent balance
Rate your overall degree of satisfaction:
Very poor Poor Fair Good Excellent
FUTURE PROSPECTS
How many more years would you like to work in research?
Less than 5 Between 5 and 10 More than 10
For what working environment are you aiming?
Public Research Private Research Public Non Research Private Non Research
Do you plan working outside your home country?
Yes No
If yes, where?
European Union or Associated State USA Japan Other
If yes, how long?
Less than 1 year Between 1 and 3 years More than 3 years
Would you like to attend a similar event in the future?
Yes No
Comments
cancel
submit
What is FP6? : FP6 step by step : Find a Call : Get Support : Find a Partner : Find a Document : Prepare & submit a proposal : What's New?
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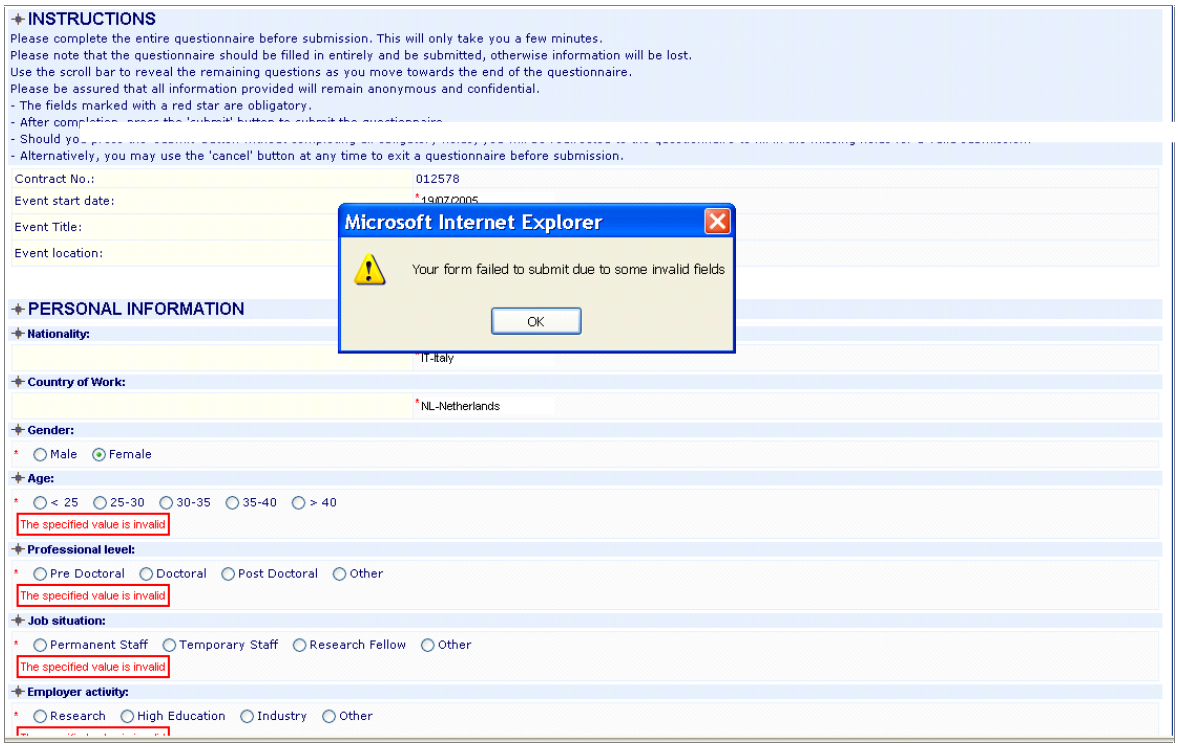
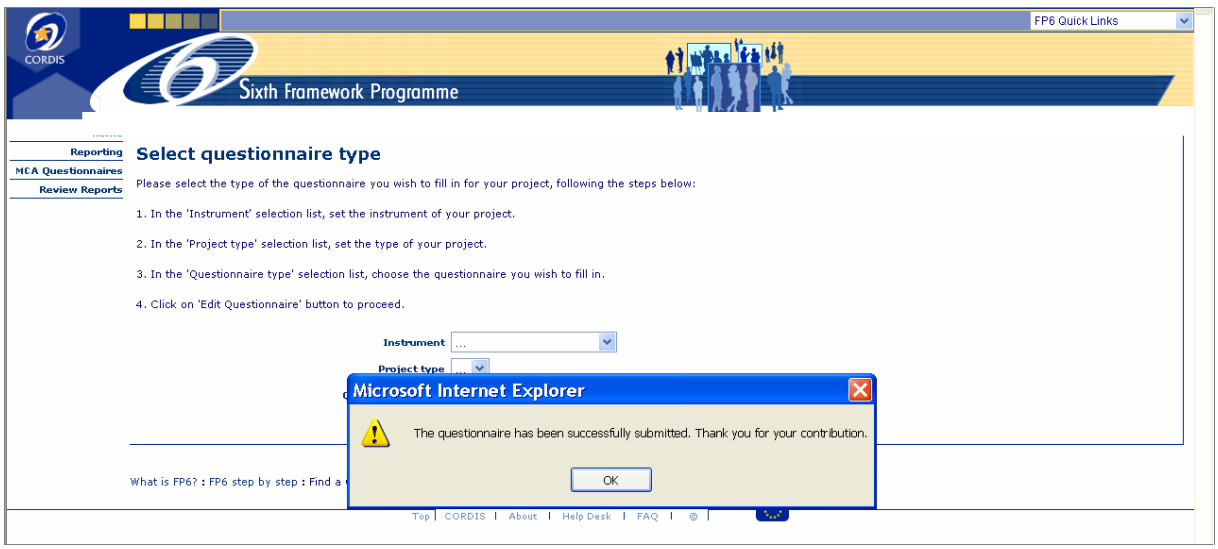
"MCA Conferences and Training Courses Assessment Questionnaire" (Cont'd)

→ **One or more fields have not been completed:**.



Click on [OK] and complete all fields.

→ **When all fields have been completed correctly,** after the submission procedure, the user is redirected to the **"Select questionnaire type" page.**


CORDIS
FP6 Quick Links
Sixth Framework Programme
Reporting
MCA Questionnaires
Review Reports
Select questionnaire type
Please select the type of the questionnaire you wish to fill in for your project, following the steps below:
1. In the 'Instrument' selection list, set the instrument of your project.
2. In the 'Project type' selection list, set the type of your project.
3. In the 'Questionnaire type' selection list, choose the questionnaire you wish to fill in.
4. Click on 'Edit Questionnaire' button to proceed.
Instrument
Project type
Microsoft Internet Explorer
The questionnaire has been successfully submitted. Thank you for your contribution.
OK
What is FP6? : FP6 step by step : Find a
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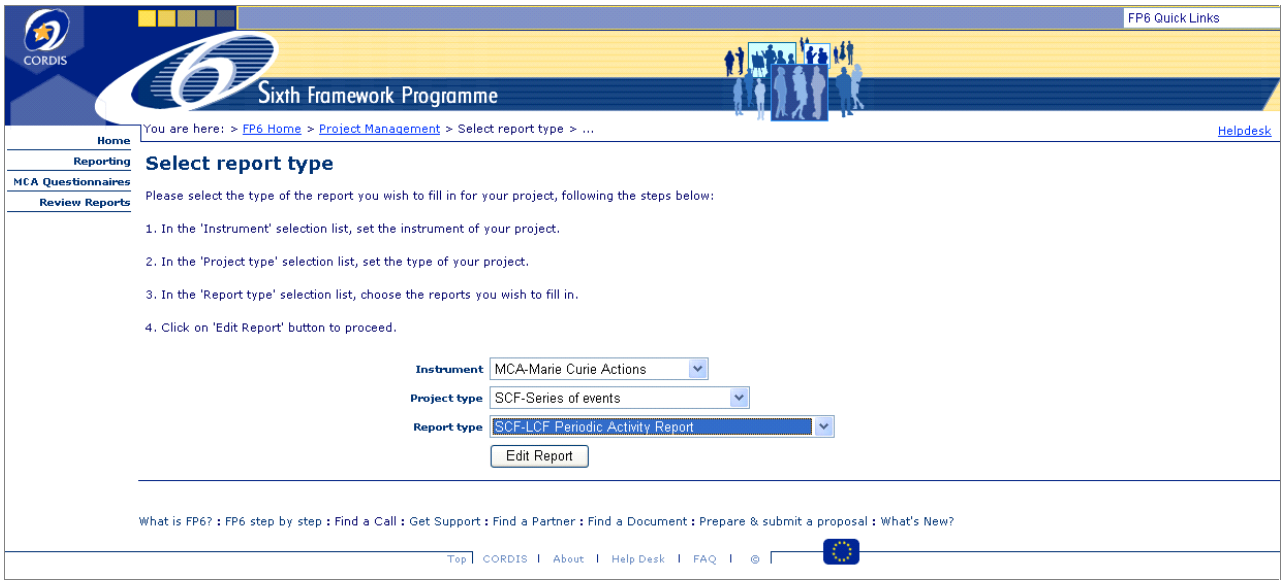
Click on [OK]

4. SUBMISSION OF SCIENTIFIC, FINANCIAL AND MID-TERM REVIEW REPORTS BY PROJECT COORDINATORS

The submission of scientific, financial and mid-term review reports is a tool restricted to project coordinators who can access it with a **username and password** sent to them by email (from circa@fp6cp.cc.cec.eu.int), after the signature of their contract.

On the SESAM home page
(http://webgate.cec.eu.int/sesam or secure site : https://webgate.cec.eu.int/sesam),
click on **Reporting**

→ New window : **"Select report type"**


FP6 Quick Links
Sixth Framework Programme
You are here: > FP6 Home > Project Management > Select report type > ...
Helpdesk
Home
Reporting
MCA Questionnaires
Review Reports
Select report type
Please select the type of the report you wish to fill in for your project, following the steps below:
1. In the 'Instrument' selection list, set the instrument of your project.
2. In the 'Project type' selection list, set the type of your project.
3. In the 'Report type' selection list, choose the reports you wish to fill in.
4. Click on 'Edit Report' button to proceed.
Instrument
MCA-Marie Curie Actions
Project type
SCF-Series of events
Report type
SCF-LCF Periodic Activity Report
Edit Report
What is FP6? : FP6 step by step : Find a Call : Get Support : Find a Partner : Find a Document : Prepare & submit a proposal : What's New?
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4.1. CREATING AN ACTIVITY REPORT

1. In the 'Instrument' selection list, set **"MCA-Marie Curie Actions"**
2. In the 'Project Type' selection list, set **"SCF-Series of Events"** or **"LCF-Large Conferences"**
3. In the 'Report Type' selection list, select the **report** you wish to prepare/submit :

   MCA Final Management Report
   MCA Financial Statement for Multi-partner contracts [3]
   MCA Funding Distribution Report
   MCA Summary Financial Report
   SCF-LCF Final Activity Report
   SCF-LCF Periodic Activity Report
   SCF-LCF Periodic Management Report

Click on the box [Edit Report]

[3] To be used also by coordinators of Single-partner contracts.

USER IDENTIFICATION

The **"User Identification"** page is presented..

FP6 Quick Links
Sixth Framework Programme
You are here: > FP6 Home > Project Management > User Identification > ...
Helpdesk
Home
Reporting
MCA Questionnaires
Review Reports
User Identification
Please enter the username and password sent to you through an automatically generated email (circa@fp6cp.cc.cec.eu.int) and then click on 'Validate' to proceed.
In case you have forgotten your password contact your Project Officer in order to receive a new one.
You may also sign up if your Project Officer has requested you to do so.
Username duponpa
Password ••••••
Clear Validate
What is FP6? : FP6 step by step : Find a Call : Get Support : Find a Partner : Find a Document : Prepare & submit a proposal : What's New?
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The username and password are communicated to project coordinators by an automatic email from the Circa services (circa@fp6cp.cc.cec.eu.int), shortly after the signature of the contract. Please contact your project officer if you have not received your username and password.

Project coordinators who run several FP6 projects, will receive only one single username and password, which will be sent to them after the signature of the first contract. They will use these credentials for all subsequent projects, for which they are registered as coordinator or scientist in charge.

Complete fields "Username" and "Password" and press the [Validate] button.

Important : the username and password identification is case sensitive; therefore, the identification data should be entered in lower cases (i.e. einstal and not EINSTAL).

PROJECT IDENTIFICATION

The **"Project Identification"** page is presented..

FP6 Quick Links
Sixth Framework Programme
You are here: > FP6 Home > Project Management > Project Identification > ...
Helpdesk
Home
Reporting
MCA Questionnaires
Review Reports
Project Identification
Please enter the six-digit code (i.e. 123456 from contract number ABCD-CT-200x-123456) of your project in field 'Project ID' and click the 'Validate' button to proceed.
Project type SCF-Series of events
Project ID 012578
Clear Validate
What is FP6? : FP6 step by step : Find a Call : Get Support : Find a Partner : Find a Document : Prepare & submit a proposal : What's New?
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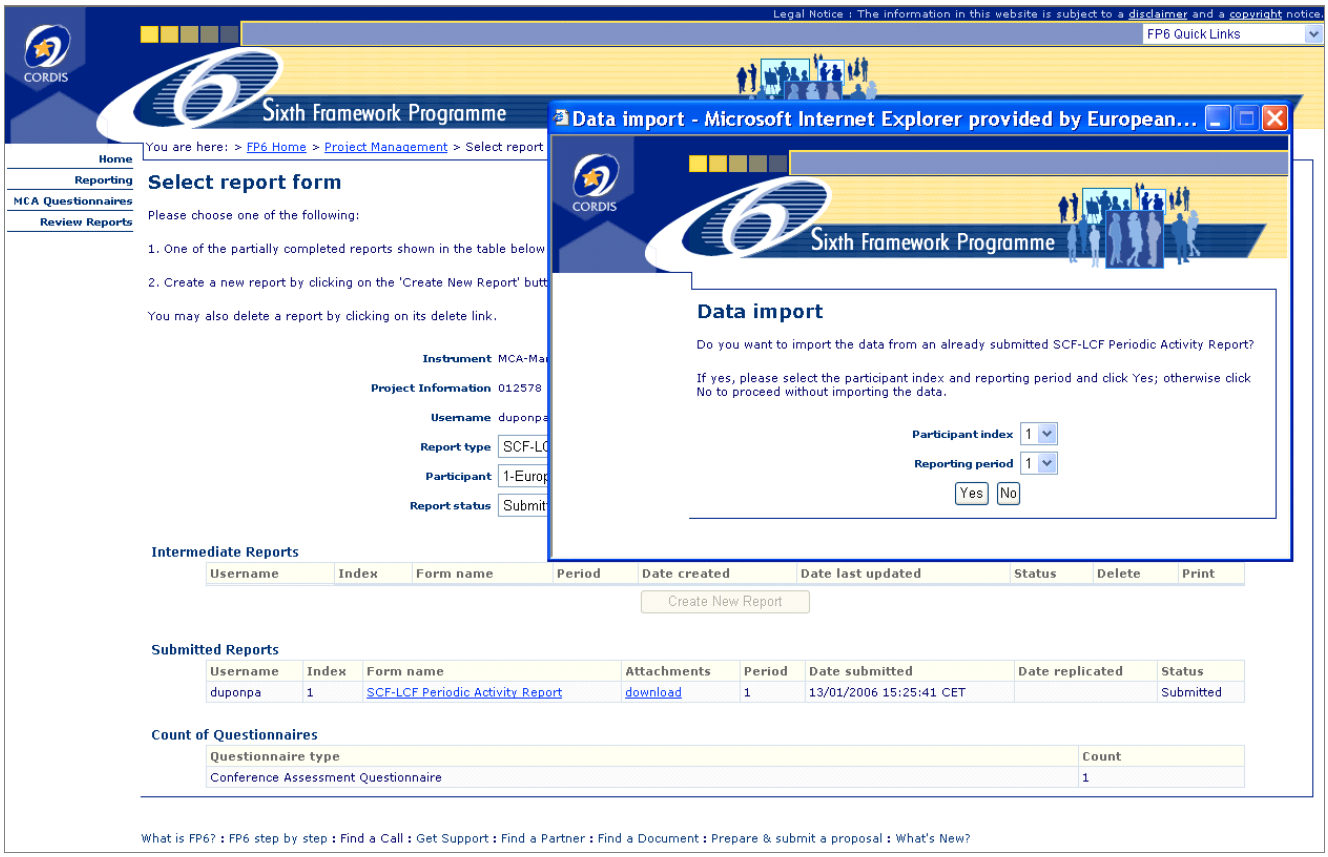
Fill in the six-digits of the project contract number and press the [Validate] button.

SELECT THE TYPE OF REPORT

The **"Select report form"** page is presented..


Legal Notice : The information in this website is subject to a disclaimer and a copyright notice.
FP6 Quick Links
Sixth Framework Programme
You are here: > FP6 Home > Project Management > Select report
Home
Reporting
MCA Questionnaires
Review Reports
Select report form
Please choose one of the following:
1. One of the partially completed reports shown in the table below
2. Create a new report by clicking on the 'Create New Report' butt
You may also delete a report by clicking on its delete link.
Instrument MCA-Ma
Project Information 012578
Username duponpa
Report type SCF-LC
Participant 1-Europ
Report status Submit
Data import - Microsoft Internet Explorer provided by European...
Sixth Framework Programme
Data import
Do you want to import the data from an already submitted SCF-LCF Periodic Activity Report?
If yes, please select the participant index and reporting period and click Yes; otherwise click No to proceed without importing the data.
Participant index 1
Reporting period 1
Yes
No
Intermediate Reports
Username | Index | Form name | Period | Date created | Date last updated | Status | Delete | Print
Create New Report
Submitted Reports
Username | Index | Form name | Attachments | Period | Date submitted | Date replicated | Status
duponpa | 1 | SCF-LCF Periodic Activity Report | download | 1 | 13/01/2006 15:25:41 CET | | Submitted
Count of Questionnaires
Questionnaire type | Count
Conference Assessment Questionnaire | 1
What is FP6? : FP6 step by step : Find a Call : Get Support : Find a Partner : Find a Document : Prepare & submit a proposal : What's New?

Under **Intermediate Reports**, the user can either

1. **Edit a draft report, (**i.e. a report which has been prepared and saved, but not yet submitted), by clicking on the name of the report.

   Note: a report can be saved several times before being submitted. Annexes can be added and deleted before submission.

2. **Create a new report** by clicking on the box [Create New Report]. The user can import data from a previous report via the "data import" pop-up window.

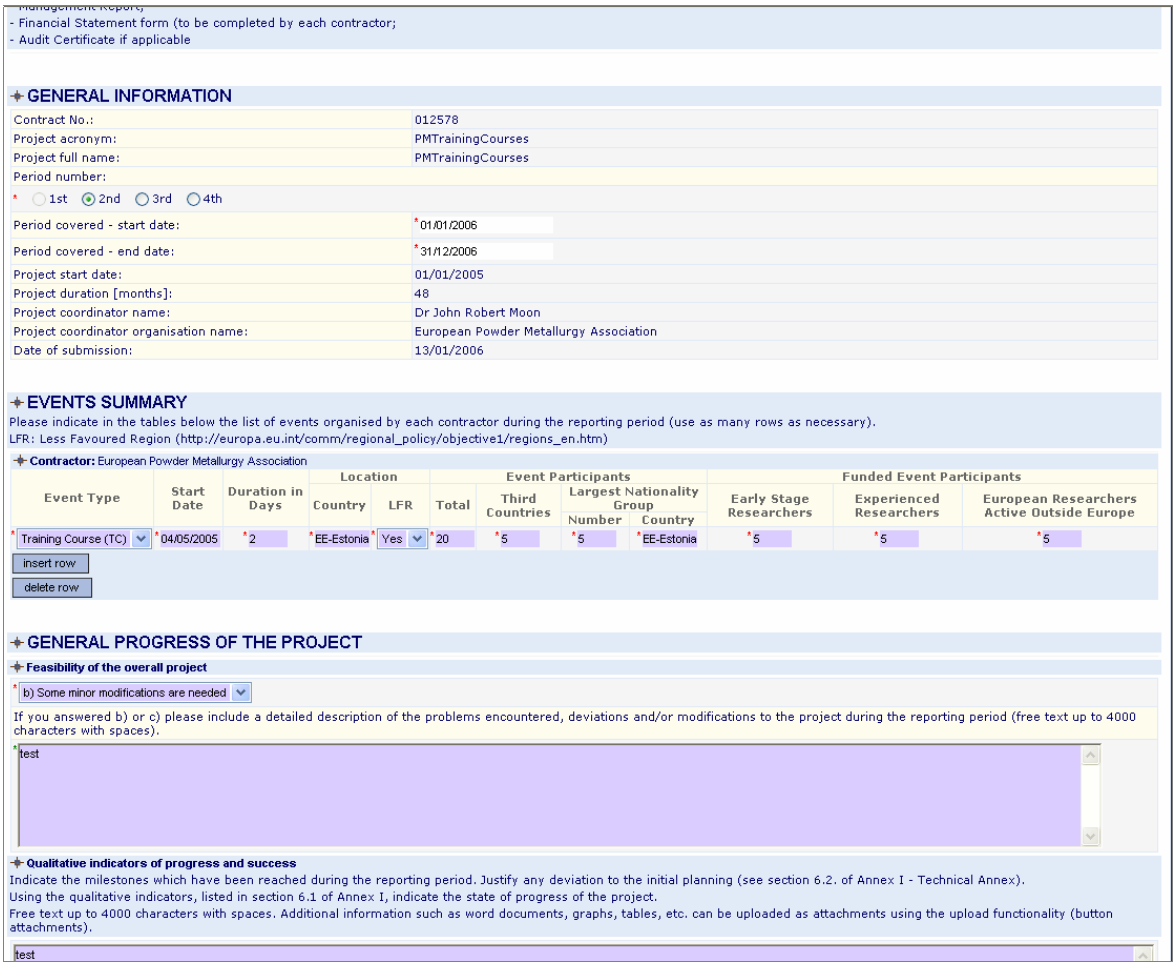
   [No] If the user chooses not to import data from a previous period, a blank form is created.

   [Yes] If the user chooses to import data from a previous period (by selecting the period from the dropdown list), a pre-filled form is created, which can be edited and modified. Imported fields are marked with a different colour than non-imported fields.

Under **Submitted Reports**, the user can view submitted reports for the current type of report. Submitted reports cannot be edited and modified anymore, but are downloadable in a pdf format. In order to be able to modify a submitted report, the coordinator should contact the EC project officer, who will replicate the report, and thereby make it again available for editing. All submitted versions will be stored under Submitted Reports.

Under **Count of Questionnaires**, the user can see the number of questionnaires submitted by the beneficiaries of the project.

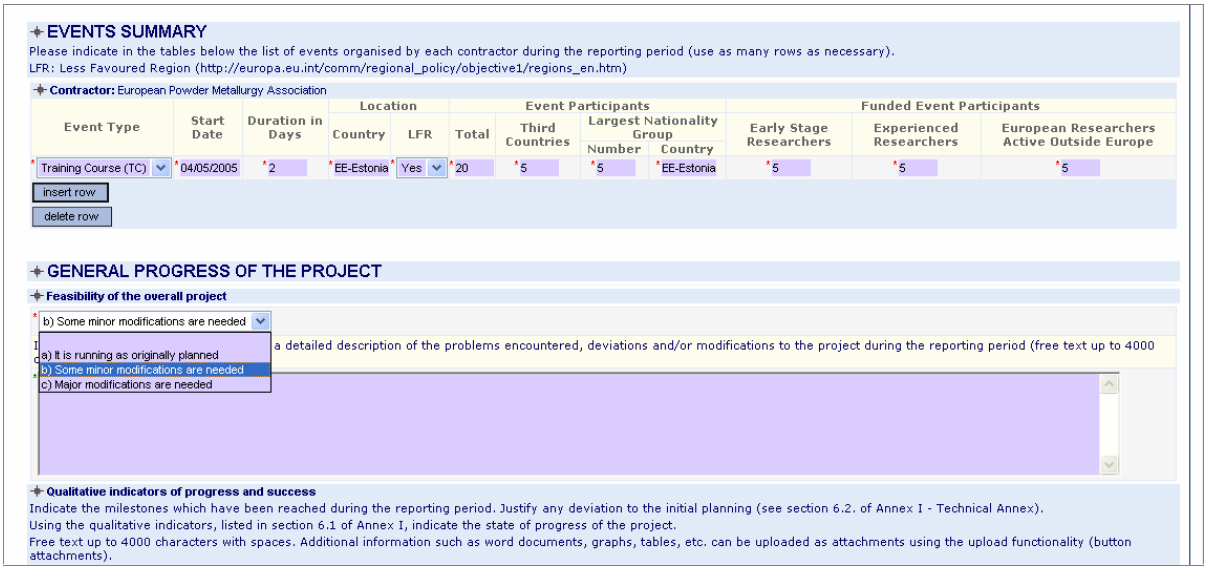
The **"SCF-LCF Periodic Activity Report"** page is presented..
(Creation with import of data)


- Financial Statement form (to be completed by each contractor;
- Audit Certificate if applicable
GENERAL INFORMATION
Contract No.: 012578
Project acronym: PMTrainingCourses
Project full name: PMTrainingCourses
Period number:
1st 2nd 3rd 4th
Period covered - start date: 01/01/2006
Period covered - end date: 31/12/2006
Project start date: 01/01/2005
Project duration [months]: 48
Project coordinator name: Dr John Robert Moon
Project coordinator organisation name: European Powder Metallurgy Association
Date of submission: 13/01/2006
EVENTS SUMMARY
Please indicate in the tables below the list of events organised by each contractor during the reporting period (use as many rows as necessary).
LFR: Less Favoured Region (http://europa.eu.int/comm/regional_policy/objective1/regions_en.htm)
Contractor: European Powder Metallurgy Association
Event Type
Start Date
Duration in Days
Location
Country
LFR
Event Participants
Total
Third Countries
Largest Nationality Group
Number
Country
Funded Event Participants
Early Stage Researchers
Experienced Researchers
European Researchers Active Outside Europe
Training Course (TC) 04/05/2005 2 EE-Estonia Yes 20 5 5 EE-Estonia 5 5 5
insert row
delete row
GENERAL PROGRESS OF THE PROJECT
Feasibility of the overall project
b) Some minor modifications are needed
If you answered b) or c) please include a detailed description of the problems encountered, deviations and/or modifications to the project during the reporting period (free text up to 4000 characters with spaces).
test
Qualitative indicators of progress and success
Indicate the milestones which have been reached during the reporting period. Justify any deviation to the initial planning (see section 6.2. of Annex I - Technical Annex).
Using the qualitative indicators, listed in section 6.1 of Annex I, indicate the state of progress of the project.
Free text up to 4000 characters with spaces. Additional information such as word documents, graphs, tables, etc. can be uploaded as attachments using the upload functionality (button attachments).
test

Under *** General Information**: select the reporting period by clicking on the corresponding radio button.

Period covered – start date / **Period covered – end date**: click in the box to view the calendar and click on selected date.

"SCF-LCF Periodic Activity Report" (Continued)

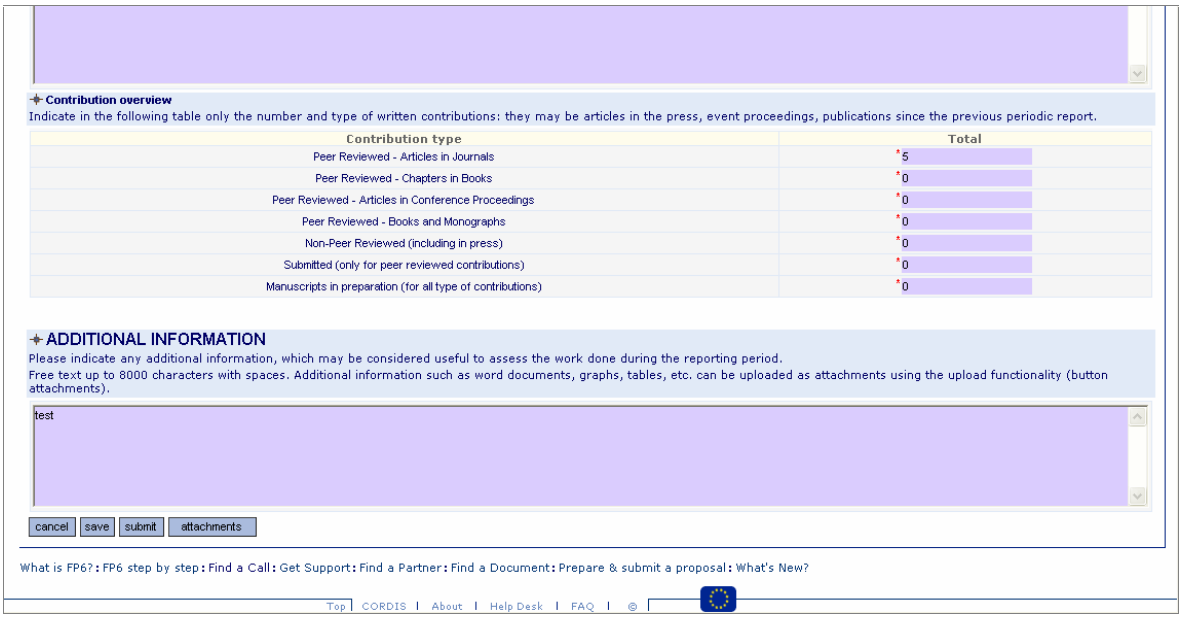

EVENTS SUMMARY
Please indicate in the tables below the list of events organised by each contractor during the reporting period (use as many rows as necessary).
LFR: Less Favoured Region (http://europa.eu.int/comm/regional_policy/objective1/regions_en.htm)
Contractor: European Powder Metallurgy Association
Location
Event Participants
Funded Event Participants
Event Type
Start Date
Duration in Days
Country
LFR
Total
Third Countries
Largest Nationality Group
Number
Country
Early Stage Researchers
Experienced Researchers
European Researchers Active Outside Europe
Training Course (TC)
04/05/2005
2
EE-Estonia
Yes
20
5
5
EE-Estonia
5
5
5
insert row
delete row
GENERAL PROGRESS OF THE PROJECT
Feasibility of the overall project
b) Some minor modifications are needed
a) It is running as originally planned
b) Some minor modifications are needed
c) Major modifications are needed
a detailed description of the problems encountered, deviations and/or modifications to the project during the reporting period (free text up to 4000
Qualitative indicators of progress and success
Indicate the milestones which have been reached during the reporting period. Justify any deviation to the initial planning (see section 6.2. of Annex I - Technical Annex).
Using the qualitative indicators, listed in section 6.1 of Annex I, indicate the state of progress of the project.
Free text up to 4000 characters with spaces. Additional information such as word documents, graphs, tables, etc. can be uploaded as attachments using the upload functionality (button attachments).

The **event summary** should be completed for each contractor, by filling in the fields with numerical data and selecting the answer from the drop down menus.

Rows can be inserted or deleted by clicking on the appropriate boxes

Remark : the [delete row] function will delete the last row.

Fields in ▭ are pre-filled with imported data, and can be <u>modified</u>. Once the box has been edited, the colour of the box becomes white again


Contribution overview
Indicate in the following table only the number and type of written contributions: they may be articles in the press, event proceedings, publications since the previous periodic report.
Contribution type
Total
Peer Reviewed - Articles in Journals
5
Peer Reviewed - Chapters in Books
0
Peer Reviewed - Articles in Conference Proceedings
0
Peer Reviewed - Books and Monographs
0
Non-Peer Reviewed (including in press)
0
Submitted (only for peer reviewed contributions)
0
Manuscripts in preparation (for all type of contributions)
0
ADDITIONAL INFORMATION
Please indicate any additional information, which may be considered useful to assess the work done during the reporting period.
Free text up to 8000 characters with spaces. Additional information such as word documents, graphs, tables, etc. can be uploaded as attachments using the upload functionality (button attachments).
test
cancel
save
submit
attachments
What is FP6? : FP6 step by step : Find a Call : Get Support : Find a Partner : Find a Document : Prepare & submit a proposal : What's New?
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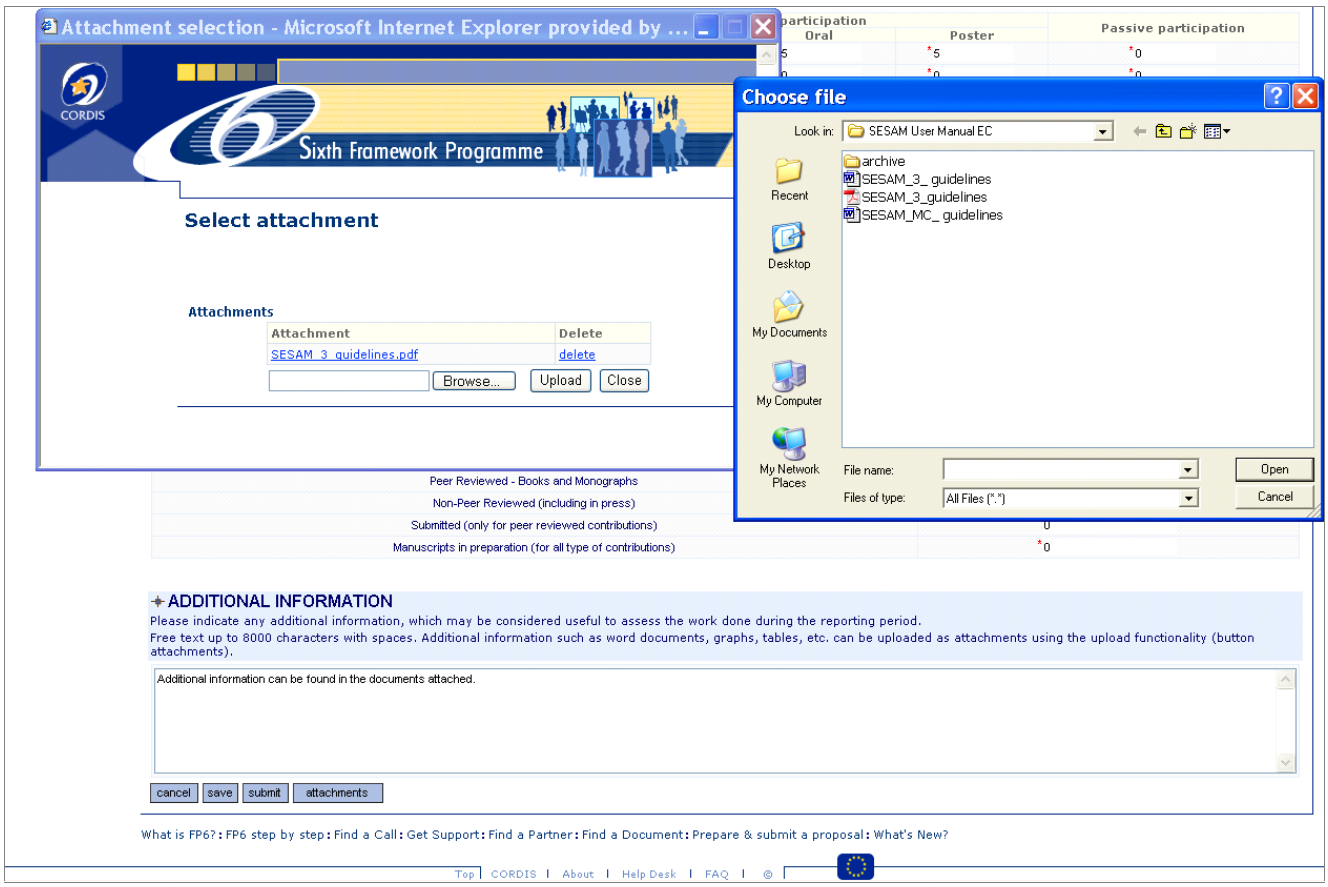
General progress of the project: select the appropriate comment from the drop down list.

The boxes can be filled with non-formatted text limited to the number of characters mentioned above each box. Please note that if you paste text from a Microsoft programme (e.g. Word), formatting will be lost but carriage returns will be kept.

Additional documents, diagrams, figures, etc. can be added via the <u>attachments feature.</u>

ATTACHING A DOCUMENT


Attachment selection - Microsoft Internet Explorer provided by ...
Sixth Framework Programme
Select attachment
Attachments
Attachment
Delete
SESAM_3_guidelines.pdf
delete
Browse...
Upload
Close
Choose file
Look in:
SESAM User Manual EC
archive
SESAM_3_ guidelines
SESAM_3_guidelines
SESAM_MC_ guidelines
Recent
Desktop
My Documents
My Computer
My Network Places
File name:
Files of type:
All Files (*.*)
Open
Cancel
Peer Reviewed - Books and Monographs
Non-Peer Reviewed (including in press)
Submitted (only for peer reviewed contributions)
Manuscripts in preparation (for all type of contributions)
ADDITIONAL INFORMATION
Please indicate any additional information, which may be considered useful to assess the work done during the reporting period.
Free text up to 8000 characters with spaces. Additional information such as word documents, graphs, tables, etc. can be uploaded as attachments using the upload functionality (button attachments).
Additional information can be found in the documents attached.
cancel
save
submit
attachments
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Note that an attachment can be uploaded after the form has first been saved.

After having pressed the [attachments] button, a new window pops up.

First click on [browse…] to select the attachment. When the attachments is displayed in the small window, click on [upload] to upload the attachment.

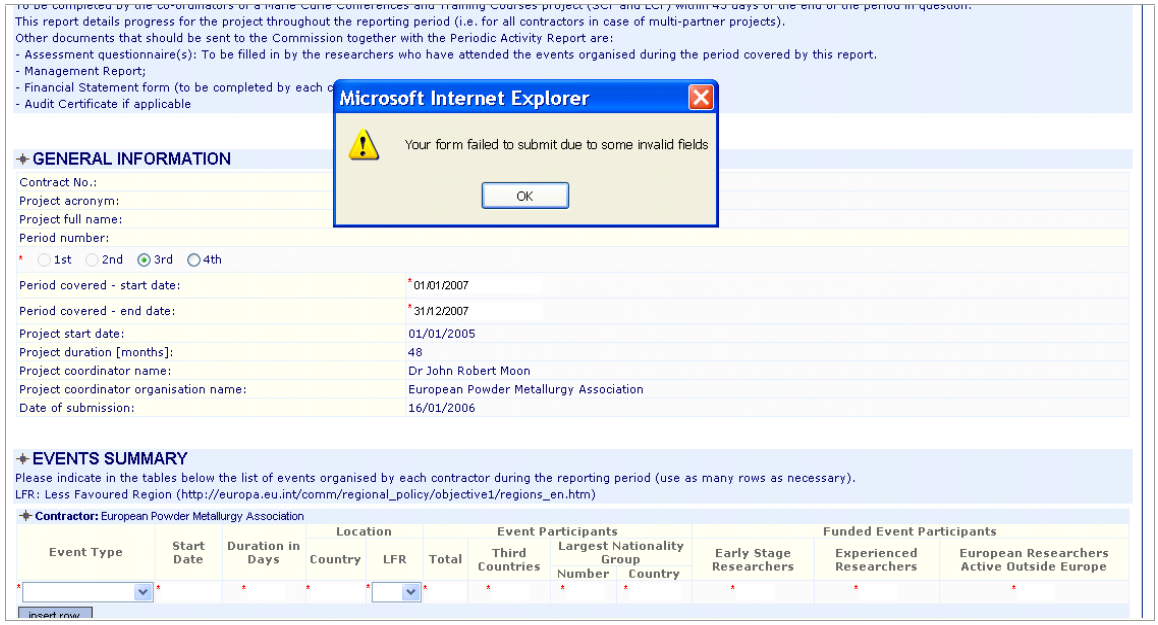
This procedure has to be repeated for each attachment. If a large number of attachments have to be uploaded, the user can first add all the attachments in a zipfile, and upload the zipfile.

The pop-up window has to be closed by clicking on the [close].

After having completed all information, the form can be saved or submitted.

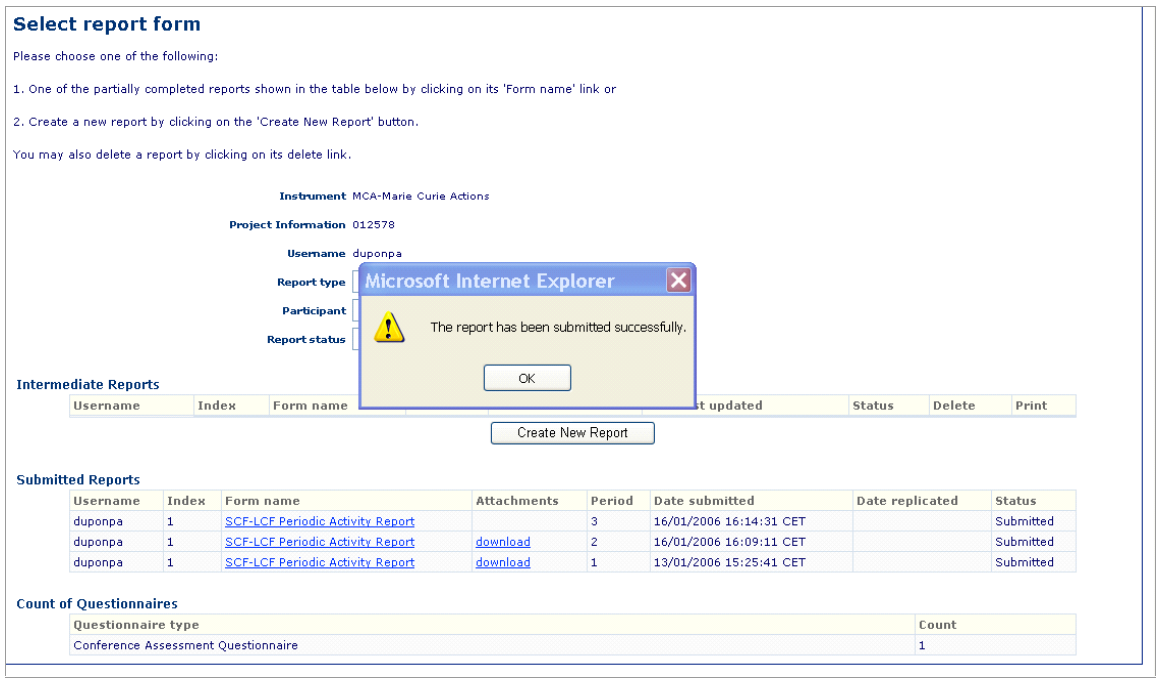
SUBMITTING A FORM

Submission will fail if compulsory boxes are left empty (i.e. boxes with a red *).


This report details progress for the project throughout the reporting period (i.e. for all contractors in case of multi-partner projects).
Other documents that should be sent to the Commission together with the Periodic Activity Report are:
- Assessment questionnaire(s): To be filled in by the researchers who have attended the events organised during the period covered by this report.
- Management Report;
- Financial Statement form (to be completed by each c
- Audit Certificate if applicable
Microsoft Internet Explorer
Your form failed to submit due to some invalid fields
OK
GENERAL INFORMATION
Contract No.:
Project acronym:
Project full name:
Period number:
1st 2nd 3rd 4th
Period covered - start date: 01/01/2007
Period covered - end date: 31/12/2007
Project start date: 01/01/2005
Project duration [months]: 48
Project coordinator name: Dr John Robert Moon
Project coordinator organisation name: European Powder Metallurgy Association
Date of submission: 16/01/2006
EVENTS SUMMARY
Please indicate in the tables below the list of events organised by each contractor during the reporting period (use as many rows as necessary).
LFR: Less Favoured Region (http://europa.eu.int/comm/regional_policy/objective1/regions_en.htm)
Contractor: European Powder Metallurgy Association
Event Type
Start Date
Duration in Days
Location
Country
LFR
Event Participants
Total
Third Countries
Largest Nationality Group
Number
Country
Funded Event Participants
Early Stage Researchers
Experienced Researchers
European Researchers Active Outside Europe
insert row

Click on [OK] and complete all fields.

After having completed all fields, the form will be successfully submitted.



After submission of the form, the user is redirected to the "Select report form" page.

The submitted report is stored under **Submitted Reports**. By clicking on the link, the report will be displayed as a pdf document and can be viewed/printed.

Remark : Only one specific report per period can be submitted. The coordinator who wishes to modify a submitted report, should contact the Project Officer, who will replicate the report. The replicated report is stored again under **Intermediate Reports,** and it can be edited / saved / submitted again by the coordinator.

4.2. CREATING A FINANCIAL STATEMENT (FORM C)

4.2.1. Financial Statement for **monopartners :** refer to the procedures under point 4.1

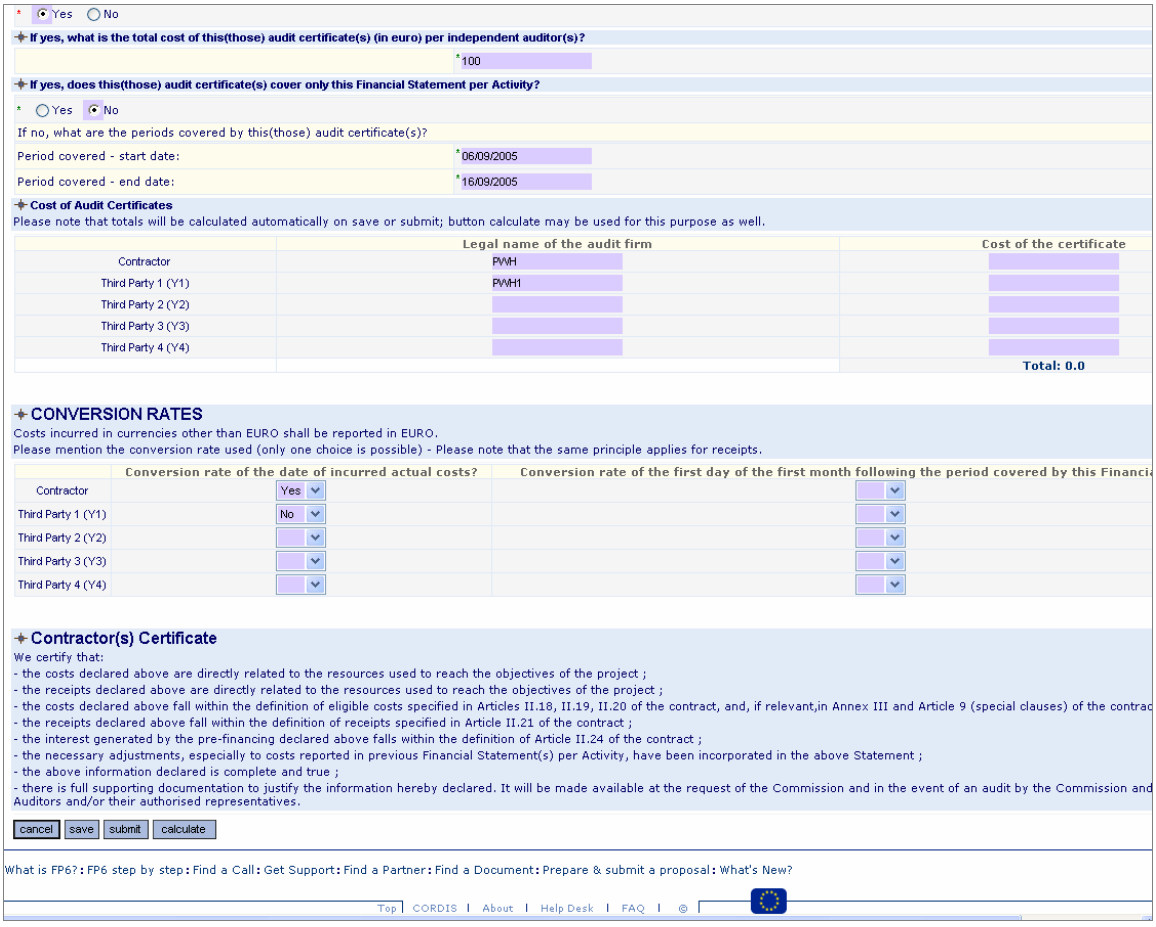
4.2.2. Financial Statement for **multipartners** :

The Financial Statement for multipartners can be submitted in one or two-steps.

One-step procedure, only the coordinator of the project has a username and password to access Sesam. The coordinator collects the financial data from the other contractors and, on their behalf, submits the Financial Statement for each contractor.

Two-step procedure, each contractor receives a username and password to access Sesam [4]. Each contractor will complete her/his Financial statement. After submission by the contractor, the individual Financial Statements is be made available to the coordinator, under "intermediate reports". The coordinator can edit the Financial Statement from each contractor, modify it if necessary, and submit all Financial Statements.

"RTN Financial Statement for Multipartners"


Yes
No
If yes, what is the total cost of this(those) audit certificate(s) (in euro) per independent auditor(s)?
100
If yes, does this(those) audit certificate(s) cover only this Financial Statement per Activity?
Yes
No
If no, what are the periods covered by this(those) audit certificate(s)?
Period covered - start date:
06/09/2005
Period covered - end date:
16/09/2005
Cost of Audit Certificates
Please note that totals will be calculated automatically on save or submit; button calculate may be used for this purpose as well.
Legal name of the audit firm
Cost of the certificate
Contractor
PWH
Third Party 1 (Y1)
PWH1
Third Party 2 (Y2)
Third Party 3 (Y3)
Third Party 4 (Y4)
Total: 0.0
CONVERSION RATES
Costs incurred in currencies other than EURO shall be reported in EURO.
Please mention the conversion rate used (only one choice is possible) - Please note that the same principle applies for receipts.
Conversion rate of the date of incurred actual costs?
Conversion rate of the first day of the first month following the period covered by this Financi
Contractor
Yes
Third Party 1 (Y1)
No
Third Party 2 (Y2)
Third Party 3 (Y3)
Third Party 4 (Y4)
Contractor(s) Certificate
We certify that:
- the costs declared above are directly related to the resources used to reach the objectives of the project ;
- the receipts declared above are directly related to the resources used to reach the objectives of the project ;
- the costs declared above fall within the definition of eligible costs specified in Articles II.18, II.19, II.20 of the contract, and, if relevant,in Annex III and Article 9 (special clauses) of the contrac
- the receipts declared above fall within the definition of receipts specified in Article II.21 of the contract ;
- the interest generated by the pre-financing declared above falls within the definition of Article II.24 of the contract ;
- the necessary adjustments, especially to costs reported in previous Financial Statement(s) per Activity, have been incorporated in the above Statement ;
- the above information declared is complete and true ;
- there is full supporting documentation to justify the information hereby declared. It will be made available at the request of the Commission and in the event of an audit by the Commission and
Auditors and/or their authorised representatives.
cancel
save
submit
calculate
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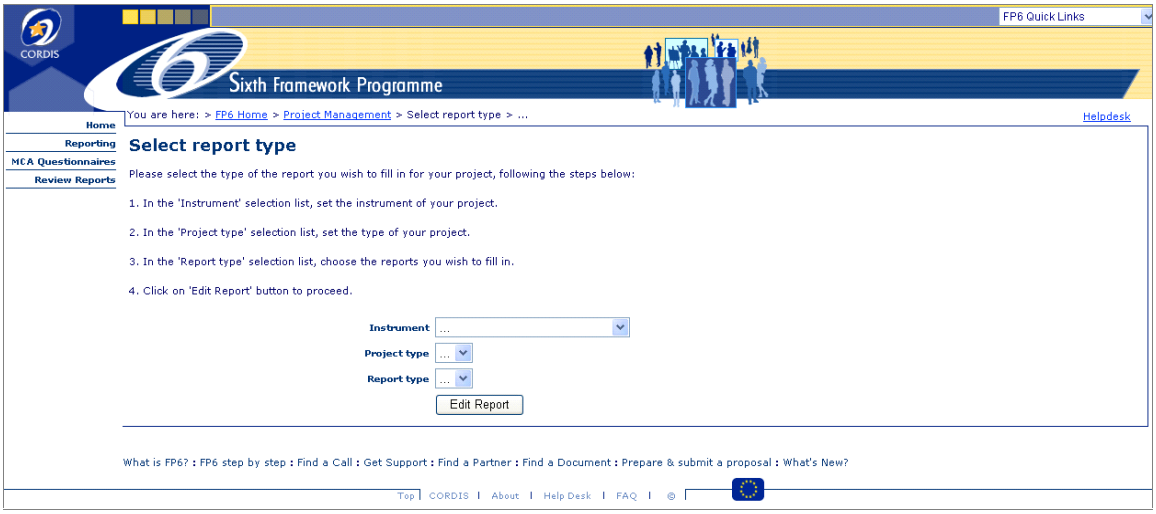
Decimal numbers should be indicated by a dot and not by a comma (i.e. 3.5 and not 3,5).

Totals are automatically calculated either after **saving** the form or by clicking the [**calculate**] button.

[4] After the signature of the contract, or upon the request of the Coordinator to the Commission services.

5. NAVIGATING THROUGH THE ONLINE TOOL

Do not use the BACK and FORWARD buttons in the Navigation bar, but click on the **links** to move through the submission tool :


FP6 Quick Links
Sixth Framework Programme
You are here: > FP6 Home > Project Management > Select report type > ...
Helpdesk
Home
Reporting
MCA Questionnaires
Review Reports
Select report type
Please select the type of the report you wish to fill in for your project, following the steps below:
1. In the 'Instrument' selection list, set the instrument of your project.
2. In the 'Project type' selection list, set the type of your project.
3. In the 'Report type' selection list, choose the reports you wish to fill in.
4. Click on 'Edit Report' button to proceed.
Instrument
Project type
Report type
Edit Report
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6. CONTACTING THE HELPDESK

To contact the Helpdesk, click on the Helpdesk link and complete the generated email message.

After repeated errors, for example when the users enters a wrong username/password three times in a row, the Error page! will pop up and the user is asked to click the Helpdesk link.

FP6 Quick Links
Sixth Framework Programme
You are here: FP6 Home > Project Management > Error Page
Helpdesk
Home
Reporting
MCA Questionnaires
Review Reports
Error Page!
Please click Helpdesk to send an email with the error message to the helpdesk.
Error: Maximum number of attempts has been reached!
Error Details/Action: Please click on menu link in order to proceed.
What is FP6? : FP6 step by step : Find a Call : Get Support : Find a Partner : Find a Document : Prepare & submit a proposal : What's New?
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Additional information regarding the reporting aspects of your contract may be found at http://www.cordis.lu/fp6/find-doc.htm#reporting